

EPP Buyer Update

Volume 3. March 2003

Stretching the Paper Dollars... Further: Connecticut Joins Massachusetts' Recycled Paper Big Buy Program

Looking for a better deal on recycled 8-1/2 x 11 paper? This is your chance! **One more week** is left to apply and be part of OSD's Recycled Paper Big Buy Program! The program will allow state agencies, cities, towns, schools and other public entities to consolidate their recycled paper purchases, approach their suppliers and ask them for a better price for the months of June, July and August.



In the past few months, many Massachusetts state agencies, municipalities and schools (for example, Westford, Marblehead and Methuen public schools, City of Gloucester and the Tewksbury Hospital), have applied to be part of the Big Buy Program. To further promote the program, Connecticut and Massachusetts have recently joined each other's office paper contracts to increase competition among paper suppliers, consolidate anticipated purchasing volumes across the two states – and thus bring the prices even lower!

Designed as an opportunity to save money, the Big Buy Program allows buyers to state their target price for recycled paper and challenge the Massachusetts, and now Connecticut, office paper contractors to match that target price. *Please see Page 3 of the newsletter for more information on the Big Buy and Page 4 for the Survey that will allow you to be part of it. Once again, the deadline is March 31!*

In the Works

Last month, we informed you about two new statewide contracts submissions for which OSD was evaluating. Here is an update:

About to be awarded



GRO16 – Cleaning Products, Environmentally Preferable. It took several months for a team of Massachusetts purchasing and environmental officials assisted by Green Seal and the Toxics Use Reduction Institute at UMass Lowell to evaluate the formulation, performance and

other attributes of the cleaning products submitted by bidders. While some products are still under evaluation, the team is ready to make its first contract awards. The products awarded will represent top of the line cleaners that are not only non-toxic, non-carcinogenic and comply with many other stringent requirements, but also... perform well on your floor or in the bathroom. In a few days, information on awarded contractors will be posted on the Comm-PASS page for the contract (http://www.comm-pass.com/Comm-PASS/Scripts/xdoc_view.idc?doc_id=014080).

In This Issue:

- **Opportunity to Save on Recycled Paper** – Last Chance to Join the Big Buy Program.
- **Vendor Fair 2003 News:** VF to Focus on Cutting Costs with EPPs.
- **Upcoming Events:** Switching to Green Cleaners Workshop at STAR 2003.
- **FAQs:** Saving Energy with Fluorescent Lighting.
- **What else is up at OSD?** OSD's new online look.

Upcoming Events

“Switching to Green Cleaners” Workshop at STAR 2003

On April 8, 2003 from 1:30 to 2:30, the EPP Program will offer a free workshop devoted to switching to environmentally preferable cleaning products in institutional settings. The workshop will take place as part of STAR, State Training and Resources Exposition at Worcester’s Centrum Centre, Worcester, MA. If you are planning to come to STAR, and are interested in improving indoor air quality at your facility and reducing cleaning staff exposure to toxic chemicals, please drop by Workshop Room B.

Dmitriy Nikolayev, OSD’s Environmental Purchasing Project Specialist, will introduce the new statewide contract for EPP cleaners. The workshop’s featured speaker will be Lynn Rose, Health and Safety Consultant. Over the past 12 years, Lynn has worked with a number of school districts of various sizes to improve their management of chemicals. Developing green cleaning programs has been an integral part of her work. Ms. Rose is currently working with the Newton school system implementing a green cleaning program there.

For more information on STAR and to register, please visit www.mass.gov/star.

FAQs

Question: When should a fluorescent light be turned off to save energy?

Answer: “*Always when it is no longer needed,*” would be the obvious answer. It is true: while being more energy efficient than incandescent light bulbs, fluorescent lighting still consumes energy. All energy-saving tactics used for incandescents can and should be applied to fluorescent lighting... with one small exception. Fluorescent lights use a lot of electric current getting started, and frequently switching the light on and off may shorten the lamp’s life and efficiency. This makes it more energy efficient to turn off a fluorescent light only if it will not be used for an hour or more – for the night, for example.

Got a question? Send it to us and we’ll answer it in the EPP Buyer Update!

Vendor Fair 2003 News

Vendor Fair 2003 to Focus on Cost Saving Opportunities with EPPs

Vendor Fair 2003 is not until October 8, but the event planning team is already hard at work. Over the past year, we have worked with a number of agencies and departments on cost reduction through EPP purchasing. Now more than ever, the interest in such cost saving strategies continues to grow. That’s why this year’s Vendor Fair will focus specifically on opportunities to save money through green purchasing. Our goal is to bring you practical up-to-date information that would help your agencies and departments in this difficult time.

To achieve this goal, we need your help. Please write back or call us with information about the EPP projects that saved you money or suggest discussion topics. You don’t have to supply enough material for an entire workshop... unless you want to. Your information and ideas will help us tailor the Vendor Fair workshop program to address your specific issues and provide you with proven and specific ways to cut your costs while preserving the environment. Email Marcia Deegler at marcia.deegler@osd.state.ma.us with your suggestions or success stories, or request a 2003 Call for Presentations.

Subscription Information

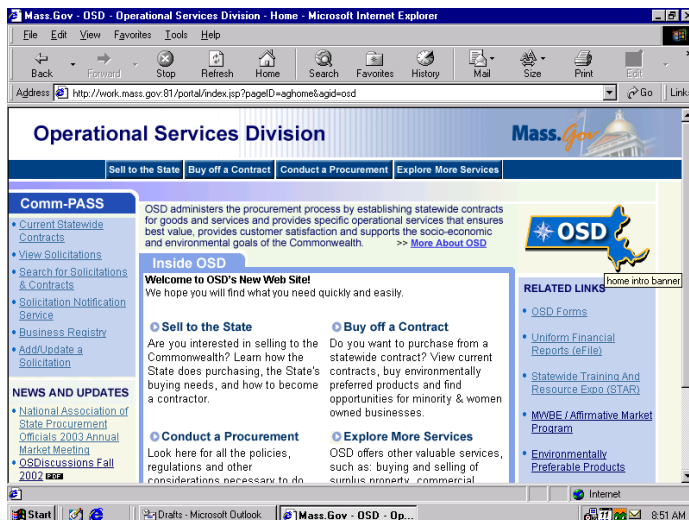
The EPP Buyer Update newsletter is published by the Environmentally Preferable Products Purchasing Program at the Massachusetts Operational Services Division, One Ashburton Place, Room 1017, Boston, MA 02108, 617-720-3351, 617-727-4527 fax. Visit us online at <http://www.mass.gov/osd/enviro/>. To subscribe to or unsubscribe from this newsletter at http://www.mass.gov/osd/enviro/newsletter_form.html

What else is up at OSD?

OSD and Comm-PASS get a new online look

In the past, finding anything on OSD's Home Page (www.mass.gov/osd/) required being able to make your way through multiple web documents, scrolling down through what seemed to be miles of text and, most importantly, an element of pure luck. Built by dozens of people over many of years, the site was hard to call user friendly.

A few months ago, OSD was selected by Mass.gov (the new state web site team) as one of the first Commonwealth departments to have its content "portalized" or re-organized to make it easier for our customers to find information. Eventually, all Commonwealth agencies will complete this process. The new site is finally online. It is organized based on the visitors' intentions, with "Sell to the State", "Buy Off a Contract", "Conduct a Procurement", and "Explore More Services" being the four top level categories.



The State's Procurement Website Comm-PASS (www.comm-PASS.com) has been integrated into the OSD Home Page and made visually consistent with the look of the OSD web page. Don't stress about the unfamiliar look though! Comm-PASS's basic functionality has not changed. You are still able to search for contracts, or view open and closed solicitation by category or purchasing department. The only difference is that things look much nicer!

The Massachusetts EPP Site (www.mass.gov/osd/enviro) has not changed. Please come enjoy the familiar navigation features and tons of product information and other resources we made available to help "green" your department's purchasing.

Savings Opportunity

Paper Big Buy: Stretching the Paper Dollars

Recycled 8-1/2" x 11", 20# Photocopier Paper Big Buy Program FY' 2003

The deadline for entering OSD's Recycled Paper Big Buy Program is coming up! If you represent a state agency, authority, school, city, town or any other entities eligible to use statewide contracts, do not miss this no-risk opportunity to participate in a "Big Buy" for recycled photocopier paper. Your answers to the survey on the following page will enable OSD to negotiate additional discounted volume rates for 8-1/2" x 11", 20#, 30% post-consumer content recycled paper. The negotiated discounts would then be available for all Eligible Entities during the months of June, July and August 2003.

Survey deadline – March 31, 2003! Your response can be submitted via email to office.ptl@osd.state.ma.us or by fax 617-727-4527.

"Big Buy" FAQs:

What is "Big Buy?" The "Big Buy" program is an opportunity for all entities eligible to purchase of the statewide contracts to consolidate their purchasing volumes and ask paper suppliers to lower their pricing for a specific period of time.

How does this work? You provide the Office Supplies and Services PMT with your estimated purchase volume for June, July and August 2003 and the price at which you would be willing to purchase the paper. The PMT will add up the volumes from all participating purchasing entities and – based on that combined volume – negotiate discounted pricing.

When will the reduced pricing be available? The PMT intends to negotiate discounted pricing for the months of June, July and August 2003.

Does submitting the survey constitute my commitment to participating in the "Big Buy" Program? Yes. If the Commonwealth's contractors offer paper at the price you provide in the survey as the price you would be willing to pay or lower, you would be expected to utilize the "Big Buy" program for your purchase.

Fill out the Questionnaire on Page 4!

Paper "Big Buy"

Stretching the Paper Dollars

Recycled 8-1/2" x 11", 20# Photocopier Paper Big Buy Program FY' 2003 Questionnaire

Please take a moment to complete and submit the survey below by March 31, 2003 to assist us in evaluating the scope and potential for the "Stretching the Paper Dollar Big Buy Program". A minimum of 40-cases/1 skid must be ordered per delivery location. Your response can be submitted via email to office.ptl@osd.state.ma.us or by fax 617- 727-4527.

1. Do you plan a major photocopier paper purchase with delivery during the months of June, July or August of a given year?

☐ Yes ☐ No

2. If yes, choose (✓) ONE of the following:

- ☐ 20# 8-1/2" x 11" recycled 30% post-consumer content at what cost \$_____ per case
☐ 20# 8-1/2" x 11" virgin paper at what cost \$_____ per case.

3. How many cases of paper per delivery location do you plan to purchase for delivery during June, July or August of a given year? (Minimum of 40 cases per location)

_____ # Of cases

4. Do you have a preference for a particular Contractors Manufacturer's Brand?

☐ Yes ☐ No

If yes, please identify (✓) the Manufacturer Brand below.

☐ Great White ☐ Domtar ☐ IBM ☐ Rolland

5. Do you belong to a Purchasing Consortium?

☐ Yes ☐ No

If yes, please provide the name and contact information so that we may discuss this option with them directly.

Purchasing Consortium Name: _____

Contact Name: _____ Phone: _____

6. At what price per case would you commit your purchase volumes to the "Stretching the Paper Dollar Big Buy Program"?

\$_____ per case

7. If you would like to participate in the "Stretching the Paper Dollar Big Buy Program" please provide the bill to, ship to, contact, quantity and delivery information for each location.

Bill To Information:

Eligible Entity Name:	
Contact Name:	
Street Address	
City/Town & Zip	
Telephone # / Email	

Ship To Information:

Eligible Entity Name:	
Contact Name:	
Street Address	
City/Town & Zip	
Telephone # / Email	